Event #3
for signature
2/4/25

Colchester Public Schools
Application for Approval of Field Trip

Overview : This Form must be completed by all staff to request approval of a Field Trip

Directions

1. Complete the form with all applicable documentation and submit to your Department Head (BA only) and your Administrator. The Form must be submitted at least **2 weeks prior** to the Field Trip for In-State Trips and **10 weeks prior** to the Field Trip for Out-of-State Trips.
2. If approved by your Administrator, the form must be sent to the Assistant Superintendent for approval.
3. If approved by the Assistant Superintendent, the form will be sent to the Superintendent for approval.
4. If the Trip is Out-of-State, it will be brought to the Board of Education at their next scheduled Meeting for approval and final decision.

Instructional Focus

Is this Trip directly related to curriculum? Yes (No) | Curriculum Unit :

Field Trip Information

Applicant Name : Cindy Praisner	Method of Transportation : School Van / Bus
School : Bacon Academy	Bus Service Number :
Grade(s) & Group(s) : Robotics 9-12	Number of Students : 22
Date(s) of Trip : April 2-5, 2025	Number of Day(s) of Trip : 4
Event : Western New England District Championship (If we qualify)	
Destination : Eastern States Exposition	Phone Number : 413.737.2443
Destination Address : 1305 Memorial Ave	State : MA
Time of Departure from School : West Springfield	Clothing / Equipment Required :
Time of Arrival to School : See Page 2	Team Shirt / Robot / Tools

Student Cost Information

*Cost to Student $ 0	Suggested Student Pocket Money $ 5

Supervision Information

1. Name : Tom Praisner	Cell Phone : 959.444.1605
2. Name : Alan Mocksfield	Cell Phone : 860.949.3292

List all Adult Chaperones: Ratio of adult chaperones to students must be at least : 1:5 for Grades K-2, 1:8 for Grades 3-5, 1:10 for Grades 6-8 and 1:15 for Grades 9-12 (1 day trips) or 1:10 (overnight trips)

Cindy Praisner 860.705.9765
other mentors as available

Administrator Signatures

Applicant Cindy Praisner	Date 2/4/25		
Department Chair (BA Only)	Date	Approved	Denied
Principal/Administrator Amy Bogie	Date	Approved	Denied
Assistant Superintendent	Date	Approved	Denied
Superintendent	Date 2/7/25	(Approved)	Denied

Board of Education (if applicable)

Board of Education Meeting Date	Approved	Denied

Field Trip Instructional Plan

Field Trip Location : Eastern States Exposition

Reference Check : Visited Site On : OR Spoke with: FIRST arranged

Name of Staff Completing Form : Cindy Praisner

Grade / Group Attending : 9-12 Robotics Team

Instructional Focus of Field Trip

Specific Curriculum Standards Addressed by Field Trip:

N/A

Assessment of Student Learning:

N/A

Trip Agenda/Activities

List/Attach entire break out of times for each day. Include travel time and all activities

Date/Time	Location	Activity
	See Attached	

Bus Information

Bus Reservation Date	Price of Bus(es) $

Event #3

M & J BUS INC.

TRANSPORTATION REQUEST FORM

PLEASE USE THIS FORM TO REQUEST BUS TRANSPORTATION. ALL ORDERS BEING PAID BY COLCHESTER PUBLIC SCHOOLS MUST BE ACCOMPANIED BY A PURCHASE ORDER. CALL FOR A PRICE QUOTE. FILL IN THE FORM BELOW AND FAX IT TO OUR OFFICE AT 860-537-2625. PLEASE SIGN THE FORM AS YOUR APPROVAL TO BOOK THE TRIP AT THE QUOTED PRICE. WE WILL THEN BOOK THE BUS AND RETURN A SIGNED COPY BY AN M&J EMPLOYEE TO LET YOU KNOW WE RECEIVED THE ORDER. PRICES ARE SUBJECT TO CHANGE IF THE TIMES OR DESTINATION OF THE TRIP IS CHANGED IN ANY WAY.

BILLING TIME IS ½ HR BEFORE DEPARTURE TIME AND CONTINUES THROUGH ½ HR AFTER RETURNING TO DEPARTURE POINT.

TODAYS DATE: 02/03/25

PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA

PHONE NUMBR: (8) 537-2378

NUMBER OF BUSES REQUESTED: one

TRIP DATE: 4/3 TRIP PICKUP TIME: 630 AM

PICKUP LOCATION: BA

DESTINATION: Big E 1305 Memorial Ave, West Springfield MA

TIME LEAVING DESTINATION: 600 PM

TIME BUS WILL ARRIVE BACK AT PICK UP: 700 PM

DROP-OFF / PICK-UP: _____ OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

***NOTE – M & J BUS INC. RESERVES THE RIGHT TO REFUSE TO DO TRIPS AS DROP-OFFS & PICK UPS BASED ON THE LOCATIONS AND TIMES.**

BASED ON THE INFORMATION ABOVE, THE COST, PER BUS, FOR THIS TRIP IS: _____

PURCHASE ORDER #: _____ OR C.O.D. _____

M & J BUS INC. AND ITS EMPLOYEES ARE NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN, OR LEFT ON BUS.

TO RESERVE THE BUS/ES FOR THIS TRIP, PLEASE SIGN, DATE, AND FAX BACK TO US AT 860-537-2625

IF YOU HAVE ANY QUESTIONS, PLEASE CALL GREG CORDOVA @ 860-537-2622.

SIGNATURE: _____ DATE: _____

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

M & J BUS INC.

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BILLING TIME IS ½ HR BEFORE DEPARTURE TIME AND CONTINUES THROUGH ½ HR AFTER RETURNING TO DEPARTURE POINT.

TODAYS DATE: 02/03/25

PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA

PHONE NUMBR: (8) 537-2378

NUMBER OF BUSES REQUESTED: one

TRIP DATE: 4/4 TRIP PICKUP TIME: 630 AM

PICKUP LOCATION: BA

DESTINATION: Big E 1305 Memorial Ave West Springfield MA

TIME LEAVING DESTINATION: 600 PM

TIME BUS WILL ARRIVE BACK AT PICK UP: 700 PM

DROP-OFF / PICK-UP: _____ OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

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CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

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TODAYS DATE: 02/03/25

PERSON PLACING ORDER: SUSAN McKiernan

SCHOOL OR ORGANIZATION: BA

PHONE NUMBR: (8) 537-2378

NUMBER OF BUSES REQUESTED: one

TRIP DATE: 4/5 TRIP PICKUP TIME: 615 AM

PICKUP LOCATION: BA

DESTINATION: Big E 1305 Memorial Ave West Springfield MA

TIME LEAVING DESTINATION: 430 PM

TIME BUS WILL ARRIVE BACK AT PICK UP: 700 PM

DROP-OFF / PICK-UP: _____ OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

See attached

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IF YOU HAVE ANY QUESTIONS, PLEASE CALL GREG CORDOVA @ 860-537-2622.

SIGNATURE: _____ DATE: _____

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

Event 3

FIRST Robotics District Championships
April 2-5 Eastern States Exposition (Big E)
IF TEAM QUALIFIES!

April 2- Pit Set-Up

SCHOOL VAN- T Praisner will pick Roadie Group of 7 students and 1 additional mentor will travel to Eastern States Exposition to set up the pit in preparation for competition. 1 Mentor will drive separately with trailer. Leave Bacon at 3:30 pm and travel to competition site for pit set up and practice matches from 5-8:00 pm. Van will leave at 8:00 pm. Group will stop for dinner on the way home and return to Bacon Academy for parent pick up by 10 pm.

April 3- Team Travel to Eastern States Exposition- School Day

M and J bus will pick students and mentors up at 6:30 am from Bacon Academy and transport them to Big E competition site. Bus Pick-up will be 6:00 pm and transport all back to Bacon Academy for a 7:00 pm pick-up by parents. Lunch and snacks will be provided by the team on site

April 4- Team Travel to Eastern States Exposition - School Day

M and J bus will pick students and mentors up at 6:30 am from Bacon Academy and transport them to Big E competition site. Bus will pick up at 6:00 pm and transport all back to Bacon Academy for a 7:00 pm pick up by parents. Lunch and snacks will be paid for by the team on site.

April 5- Team Travel to Eastern States Exposition

M and J bus will pick students and mentors up at 6:15 am from Bacon Academy and transport them to Big E competition site. Lunch will be provided by the team on site. Bus will pick up at 4:30 pm and transport all back to a local Colchester restaurant for dinner paid for by the team. Parents will pick up from the restaurant at 7:00 pm.

Supervision Information:

Tom Praisner	959 444 1605
Cindy Praisner	(860) 705-9765
Alan C Mocksfield	860-949-3292
Jason Belding	860-391-1581
Seth Crampton	860-681-6075
Bradley Graham	860-373-6110